How to Update Section A in the PSPM Application

1. Log in to the [TBS Applications Portal (TAP)](https://portal-portail.tbs-sct.gc.ca/).
2. Select the application **myEmployees** on the top right.
3. Select the tab **My employees**.
4. Select the employee in your list of employees.
5. Click on the button **Update**.
6. Modify the employee’s profile as required such as their place of work, group, level and position number then click on the button **Save**.
7. Return on the [TBS Applications Portal (TAP)](https://portal-portail.tbs-sct.gc.ca/) and select the [PSPM application](https://pspm-grfp.tbs-sct.gc.ca/).
8. Click on the tab **My Employee Performance Agreements**.
9. Select the employee in your list of employees and select the period “in progress.”
10. On the disclaimer and privacy notices page, click on the button **Continue**.
11. Click on the link **Section A: Personal Information**.
12. Under the subsection **Employee Information** click on the button **Update Employee Information**.